

DATE: August 3, 2009

TO: Members of the Interoperable Communications Committee

FROM: Ann T. Bell

Recording Secretary

SUBJECT: Minutes of the August 3, 2009 Meeting

MEMBERS IN ATTENDANCE:

Fred Stanley, Chief – RIAFC

Richard James – SFMO

Stephen M. McCartney – COP, Chief Warwick PP

Steve Preston – LEPC-1

Koren Kanadanian – Providence College

Jim Ball – DEM

Amy Grzybowski – RIEMA

Ed Johnson – RIEMA

Michael Cory – East Providence Fire Department

Paul D'Abbraccio – RIEMA

Michael Dillon – LEPC-5

August 3, 2009 Interoperable Communications Committee

Chair Paul D'Abbraccio – introduced Ann Bell who is contracted to record the meetings and take the minutes. Asked everyone identify themselves and sign the roster.

Passed out RI State Emergency Response Commission Bylaws dated June 1, 2009

OLD BUSINESS:

Amy Grzybowski discussed that she had passed around the qualifications for Local Emergency Planning Committee Chair. We had an idea. Now that we have officially gone from nine LEPCs to five, we have to find a way to figure out who the chair people are in those five LEPCs. We came up with the qualifications and we are going to e-mail out to everybody and if there is anything others want to add or delete please let he know. We have an application process for those who want to apply as chair for their LEPC district and in doing this we will be able to bring applications to the search committee to then appoint the chairs. This will give everyone a fair and equitable opportunity to apply to be the chair of that particular LEPC but also shows in this document what the responsibilities will be. There is a stipend attached to it – each chair shall receive an annual stipend of \$3,000 which is negotiable for this Committee if there is anything that should be changed. This is the way we could figure out how to fairly come up with the chairs. This is open for discussion.

Jim Ball asked if the redistricting took place already and Amy stated it is official, there is a change, instead of the five as we saw in the initial design Pawtucket and Central Falls are going to be LEPC-1. Amy

stated the applications will be sent over by the 15th and the applications will have to be in by September 1 so they will be available for the next meeting. Amy asked who will be e-mailed for the applications. Steve stated it definitely has to go out to all 39 cities and towns and 84 fire departments. Fred stated to ask Chief Seltzer. Paul stated he needed a better list of e-mail addresses. Amy stated Michelle has contact lists for the police, fire and EMA and stated Michelle could send it out.

NEW BUSINESS:

Steve Preston asked if Chief Michael Dillon wanted to speak regarding the Planning Committee. The Committee met on July 24, 2009 at 10:00. The next meeting is August 21, 2009 at 10:00 a.m. Providence College, Koren is here today and has offered to put up a SERC web site and will ask Stefan to work with us on exactly what the content will be. The web site will also contain important links and especially the links to each LEPC that has his own web site. LEPC-5 has a web site that is managed by Brown University. There are a couple of others with DEM. Paul asked Chief Dillon if all sites were going to look similar for the sake of uniformity. Chief Dillon stated probably not. The Brown University template would be a good one to use. Koren is working closely with Brown University. Also, Gina Freedman and Steve Preston from LEPC-1 are putting together a series of open forums for business to make sure that they know how to fill out their Form R to know how to fill out their Tier II reports, get

them involved in NIMS compliance. In addition Chief Dillon met with the fire chief's public relations firm to get together and start doing a reverse 911 public education program. They will put together a format and how we would educate it and LEPC-1 already has donated a brochure for what to do in case of evacuation, shelter in place, the things the public needs to be educated about through this campaign that we want to do as far as reverse 911. Chief stated that LEPC-1 found out before we did that when we use reverse 911 two things happen—the first thing was as soon as people heard a recorded message they hung up on it; and the second thing that happened was if they listened to the message they hit star 69 the fire department phone number and jammed us up with phone calls. We used it only one time for a minor incident. We just wanted to check it out to see how it would work but this is a goal that I got from my LEPC as to do public education as to what people can expect in the event of a hazardous materials release; how to conduct themselves; what are the options for public protection measures and something that the SERC should be doing. Paul asked if this is going to involve mass mailings. Chief Dillon stated it will be public service announcements.

LEPCs are going to have money through the Planning Committee to send this information out either through the mail Class III. The public relations firm is putting this together. From there through the Committee and the SERC, we will put together a campaign to make sure that the public is educated about: 1) reverse 911 and 2) evacuation and shelter in place procedures. Ed Johnson stated it would make sense to coordinate with Steve Kass. Paul stated if

someone is going to do a public service announcement, Steve Kass is the voice that the whole state recognizes.

Steve Preston stated that July meeting of the Planning Committee a budget of \$15,000 was approved for the September 25, 2009 workshop. 08:30 to 09:30 registration, 09:30 to 10:30 opening remarks? From BPA Region 1 from 10 to 11 will do a Tier II. It is open-ended now and Len will do the Form R or someone else from Region 1. We touched base with Len and he is very excited about this and has offered any resources that Region 1 has to make this a success. 12 to 1 lunch, 1 to 2 RMP and general duty by Gina Freedman and then since this is the first opportunity industry has to meet of the new LEPC chairs and look at the new districts, a meeting with the LEPC chairs and industry and then concluding with a CERT meeting. It is my understanding in order to pay for this with H&BP funds that provide lunch we need to hold a CERT meeting at the end of the day. What I need from RIEMA at this point is to schedule the hotel and conference facility. Gina and I will draft a letter and submit that over to Chief Dillon for approval. We have been trying to find the best way because our industry database is in disrepair so I believe with RIEMA's help and the LECP chairs we can come up with a list for all of industry to make sure everybody is notified and maybe we want to do some sort of newspaper article about this. Also get it well publicized and Gina and I will work to lock in the final. This came about largely from LECP-1's industry. I have an outstanding bunch of folks up in the northern part of the State and when they mutiny on me

I know it is bad. At the last meeting they were aggravated by the lack of programs put on by the State that we have done in the past largely because Dave and I believe it was decided they had nothing better to do and took all of the Form R data that is public information – it is poor information, it is badly put together and they use that as an expose on industry releasing toxics into the atmosphere. Industry has gotten lax. It is not okay when you have residential areas bordering your facility and two blocks over you have a day care. That is what really prompted a lot of the Form R issues. It is very taxing on the industry because it is an expensive process when they become a Form R facility. Steve stated we used to hold an annual Tier II workshop every January well received from industry and the LEPC members fire departments, so we are just trying to get that back. We anticipate inviting 200 participants to the event on September 25, 2009. I don't think we will get 200, depending on advertising. Gina and I have to make sure we have the document ready for release no later than September 11 to give at least three weeks notification to the industry so that they will be available for it.

BYLAWS:

Paul D'Abbraccio requested discussion on the bylaws.

Amy asked if we have a forum and Rick James stated yes.

Paul D'Abbraccio asked Steve Preston regarding the bylaws we have

got member of the public. I think a couple of meetings we said that Sue Mayo of Johnson & Wales was willing to be our member of the public. Paul will touch base with DOT and get them back on board and get the person's name who is interested in coming. Per Jim Ball, Joe Baker is a potential person. Paul stated he needs one guy and if it is Joe Baker he will contact him. Dave Smith stated he will call Mike Lewis today so he can run this by him.

Paul D'Abbraccio asked if we should hold off one month on the vote of the bylaws. Fred Stanley made a motion that we accept the bylaws as presented. Steve Preston seconded the motion and Rick also seconded the motion. Paul D'Abbraccio: Any opposed? So moved.

Paul D'Abbraccio stated also on the agenda I have discussed funding for training and also HMEP funding. Did we want to talk about that? Amy stated the Training Committee has not met since our last meeting as they take the summer off. Steve Preston stated they will be meeting September 12, 2009. Amy stated the HMEP funding we submitted the grant application and are still waiting to get approval. Steve Preston stated between the planning side and the training committee side we do have some additional funds. Both committees agreed to put that out for the HazMat teams that wanted to attend the HazMat conference. We limited it to \$7,000 per team. Additional funding will be on a case-by-case basis. Paul asked if we were going to have enough people to use up all the money? Steve stated not sure of Chief

Dillon's cost for public relations but thinks we will do fairly well on the planning side. We are trying to utilize all the training money. We did run into some difficulty but Amy was able to facilitate the process with the State police. Last conversation with Joe and Amy we can now put in the instructions but if they change it is not a problem. Rick asked if the pictures were cut with their names. Amy stated because each instructor is technically a vendor for the State. They are an individual instead of a collective body which is why it has to be specifically stated that way, however, it does not hold them to that. Rick stated that what she found when she took over at the Department of Administration, they were taking the money out of our budget and they were not reimbursing the funds from the HMEP grant. There was a lot of money lost over the years that were not being transferred back over. Rick stated the PO to be cut with the instructor's names on it so it is all done and then submit it and get the reimbursement. Ed Johnson asked if the Public Service Announcement is for LEPC-1 only. Mike stated no. Mike stated the State is so small and has been addressed in the past but now the technology is available for us to really go forward and do some good for the people.

Amy Grzybowski asked if we could back to the bylaws and add the mission statement of the planning committee.

Paul D'Abbraccio stated the first Monday in September is Labor Day we automatically go to the next Monday. Everyone agreed to hold a

meeting after the vote on the appointments of the LEPC chairs. October meeting can be held September 25, 2009 as long as the meeting is held at the end of the conference. Rick stated the LEPC district leaders will be the five districts? Amy stated they will send applications by August 15, 2009 for applications to be submitted by September 1, 2009 and the SERC will vote on those in the September 12th meeting.

David Smith discussed his attendance at the Emergency Management Institute last week for the directors training. The reason why David brought up because as we look at the LEPC districts and take applications consider individuals that you think will be the best leaders within those districts. David would like everyone to think about the levels of minimum standard of qualifications. Also, for the training committee, he would like to take the districts and consider the LEPC leaders in those districts to train as a district. Maybe two or three of the established teams come together. He also wanted to take time to thank everyone for supporting a lot of the initiatives on the redistricting.

Steve Preston stated he sat on the EMA directors association and he had looked into the CEM at length with the international association and it is quite cumbersome a program. We have two right now who have signed up for the classes. We also looked at the average EMA Director being a part-time EMA Director that may have gotten his degree 20 or 30 years ago and trying to pair that down and looking at

the basic NIMS and ICS requirements and the general overall EMS requirements. David stated we can come up with some standards and maybe have a State certification level. Steve stated on behalf of the EMA directors who would love to have someone from the organization sit on the training committee.

David Smith was concerned about compensation regarding redistricting.

Steve Preston stated as the LEPC chair he has no responsibility to any municipality. Strictly a planning body.

David Smith asked would there be an interest in the community pooling some resources and hiring a full time professional to be an EMA director.

Mike Dillon stated it is a good possibility because of the fact that there was so low resistance to doing the LEPCs to consolidate the LEPCs. Fire Chief or EMA Director? Would be a good time to float this idea.

David Smith asked that everyone think about it, the pros and cons. It would be nice to have five full time compensated. If looking for contact a regional planner will be available to help (Theresa Murray).

Paul D'Abbraccio reiterated the September 14th meeting and the

September 25th meeting.

Paul stated everyone needs to be in touch with each other, a busy seven weeks ahead.

Mike Dillon stated he will have another meeting August 21, 2009.

Paul D'Abbraccio stated he did not see any problems with the presentations or setting up the facility, just wants maximum participation from industry.

Steve Preston stated Stefan brought up a good point at the planning meeting. Probably the best data base that we have for industry is the 2000 data base.

David Smith stated he spoke with the deputy at the Department of Labor & Training and stated she was very receptive to attend meeting. Steve, Amy and others are putting together the talking points for me.

Steve Preston stated Gina Freedman had spoken to her boss after the last meeting and they are very willing to take over the Tier II as long as it comes with a body of funding. Can talk with Len Wallace. There are no fees, only for the Right To Know.

Paul D'Abbraccio asked for a motion to adjourn, Steve Preston seconded.